

EFFECTIVE

October 1, 2017.

Subject(s)

1. ERM 100, SER Quick Reference Charts.
2. ERM 103, Application Procedures.
3. ERM 208, Budget Procedures.
4. ERM 209, Emergency Services Funding.
5. ERM 301, Energy Services.
6. ERM 303, Relocation Services.
7. ERM 304, Home Ownership.
8. ERM 306, Burials.

**1) SER QUICK
REFERENCE GUIDE**

LIHEAP income limits have been updated.

Reason: Policy update

**2) APPLICATION
PROCEDURES**

Applications that have been pseudo certified may only be withdrawn in Bridges in order to reprocess an incorrect eligibility determination.

Reason: Policy update.

**3) BUDGET
PROCEDURES**

LIHEAP income limits have been updated.

Reason: Policy update.

**4) EMERGENCY
SERVICES FUNDING**

As a result of the implementation of SIGMA, the DHS 2191 will be replaced by the MDHHS-5602, Payment Request form.

Payments cannot be authorized for services and costs specifically listed as non-covered services.

Reason: Policy update.

**5) ENERGY
SERVICES**

Definitions for crisis and life threatening crisis has been added to policy.

Michigan Agency for Energy website link has been updated.

MEAP agencies will not be assisting households who have electric service through an opt-out provider; language regarding referrals has been removed as a result.

Reason: Policy update.

**6) RELOCATION
SERVICES**

Reference to the vendor payment restricted addresses list has been removed.

DHS-223, Documentation Record has been listed under Acceptable Verification of Need Amount.

Reason: Policy clarification.

**7) HOME
OWNERSHIP**

The link for licensing through LARA has been updated.

Reason: Policy update.

8) BURIALS

Only certain people are allowed to make burial arrangements for deceased individuals. Policy has been updated to identify who may apply for burial benefits through SER.

Reason: Policy update and MCL 700.3206(c)(i)

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ERM 100](#)

[ERM 103](#)

[ERM 208](#)

[ERM 209](#)

[ERM 301](#)

[ERM 303](#)

[ERM 304](#)

[ERM 306](#)